



2014 Master Fee Schedule

Fees deposited with or checks cashed by the city do not imply an applicant automatically receives a permit or license from the city. Specific criteria must be met for each type of license or permit for which an application has been submitted before the license or permit may be granted. Administrative or Council approval may also be required before the permit or license is valid.

ADMINISTRATIVE

ASSESSMENT SEARCH CERTIFICATION

\$20/each

CITY CODE

Available through Municipal Code Corporation. Costs will vary as updates are made to the code. Cost is based on items such as pages, tabs, shipping fees, etc.

COPIES

- Microfilm to Hard Copy \$.25 per page
- CD/DVD Reproduction \$13
- Dubbing Video Tapes and DVD's \$20 each
- Photocopies \$.25 per page up to 100 pages; over 100 pages plus staff time

FINANCE CHARGE

This charge does not apply to Code Enforcement Violations.

Computed at 1.5% per month (18 % annual) on account balances unpaid after the due date.

LABOR RATE *(research, computer services, etc.)*

\$23/hr (15 minutes minimum)

LICENSES

Late fee: 10% penalty or \$25, whichever is greater if don't renew by application due date.

If license expires, applicant must apply for a new license and pay applicable fees.

- Billiard Hall \$35/table
- Kennel
 - Commercial \$75/year
 - Residential \$50/year
- Liquor
 - 3.2% Malt Off-Sale \$75/year
 - 3.2% Malt On-Sale \$225/year
 - Club \$300/year
 - Consumption & Display (Set-up) \$75/year
 - Intoxicating On-Sale \$5,000/year

○ Intoxicating Sunday On-Sale	\$200/year
○ Temporary Community Festival (on-sale)	\$100/day
○ Temporary 3.2% Malt On-Sale	\$30/day
○ Temporary On-Sale	\$40/day
○ Wine	\$700/year
○ Initial Investigation Fee for Intoxicating Licenses	
▪ Single	\$200
▪ Association, Partnership, Corporation, Club	\$400
▪ Massage Establishment	
○ Single	\$200
○ Partnership, Association, Corporation	\$300
○ Renewal Fee	\$150/year
▪ Massage Therapist	
○ Initial Fee	\$150
○ Renewal Fee	\$100/year
▪ Mechanical Amusement	\$15/per establishment plus:
○ Mechanical Rides	\$15/ride
○ Pin Ball Games	\$15/machine
○ Pool Tables (Coin Operated)	\$15/table
○ Video Games	\$15/game
▪ Pawn Shop	\$12,000/year
○ Initial Investigation Fee	\$1,500
▪ Peddler	\$150/year
▪ Sexually-Oriented Businesses (<i>additional planning department fees and zoning requirements may apply</i>)	\$500/year
○ Initial Investigation Fee	
▪ Single	\$200
▪ Association, Partnership, Corporation	\$400
▪ Special Event	
○ Private Events on Public Property	\$150 for first 2 hours \$50 each additional hour \$250 damage deposit
▪ Solicitor	\$150/year
▪ Tobacco	\$150/year
▪ Transient Merchant (<i>general planning permit fee may apply</i>)	\$150/year

MERCHANDISE

▪ Plastic Cups	\$4
▪ City Flag	\$45
▪ Plastic Pins - Elk River	\$.35 each
▪ Metal Pins- Elk River	\$2 each

PHOTOS

▪ 35 mm Photos up to 12 Exposures	\$10
▪ 35 mm Photos up to 24 Exposures	\$15
▪ Digital Black and White	\$10
▪ Digital Color	\$15

POSTAGE

Prevailing Rate

ENVIRONMENTAL

ABATEMENTS-Per City Ordinance

Actual cost borne by the City for handling/disposal, site maintenance, or other appropriate remediation.

LICENSES

▪ Garbage Hauler	\$60 1 st truck plus \$15 each additional truck
▪ Mineral Extraction	\$20/acre to be actively mined in forthcoming year or not reclaimed
	\$5/acre approved but not actively mined
▪ Solid Waste Facility	\$2,000 plus cost of reviewing license. Amount of annual cost incurred by the city for monitoring and inspecting the facility plus the license.

NPDES PERMITS

▪ Inspection Residential	\$175 per residential building
▪ Commercial/Industrial	Actual cost of total inspections

SHORELAND OR WETLAND INSPECTION

\$40

PLANNING/DEVELOPMENT/BUILDING

Double fee applies if work begins before permit obtained

3 SEASON/SCREEN PORCHES

\$45 x square footage = valuation for permit fee plus state surcharge. Plan check is included with this price

ADMINISTRATIVE SUBDIVISIONS/SIMPLE PLATS APPLICATION

▪ Escrow for Consulting/Engineering/Staff Services	\$300 plus park dedication fee, if applicable \$1,000
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BASEMENT FINISH

\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price

BUILDING PERMIT

▪ Industrial, Commercial, Multifamily Residential, Single-family, and Additions	State permit fee, 1997 UBC Table 1A, plus 65% plan check fee (valuation based on current State of MN building valuation data)
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COMMERCIAL PLAN REVIEW (PARTIAL)	.5% of the valuation (non-refundable)
CONCEPT PLAN REVIEW BY CITY COUNCIL	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
CONDITIONAL OR INTERIM USE PERMIT	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
DECKS	\$10 per square foot for valuation for permit fee plus state surcharge. Plan check is included with this price.
DEMOLITION	
▪ House or Commercial	\$150
▪ Residential Outbuilding Over 120 sq. ft.	\$45
DOCUMENTS	
▪ Comprehensive Plan	\$50
▪ Land Development Regulations	\$35
▪ Housing Maintenance Ordinance	\$5 each
▪ State Residential Contractor License Search	\$5/permit
EASEMENT VACATION APPLICATION	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
ENGINEERING SERVICES	\$85 an hour
FENCES	
▪ Over 6 Feet High	\$75 plus state surcharge
FIREPLACES/WOOD STOVES	\$75 plus state surcharge
GARAGES	\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price
GENERAL PLANNING PERMIT	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
GRADING PERMIT	1.5% of the valuation, minimum \$75
HOME OCCUPATIONS, PERMITTED	\$15
LAND USE PLAN AMENDMENT	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
MAPS	
▪ Map-Colored 2'x3'	\$8 each
▪ Map-Larger Than 2'x3'	\$15 each
▪ Copies of Maps From Copy Machine	\$8 each

MECHANICAL PERMIT <i>(For heating, ventilation, & air conditioning, including installation, alteration, or repair)</i>	Fee shall be the greater of \$45 plus state surcharge or 1.5% of the valuation of the work material and labor
MICRO LOAN PROGRAM	Processing fee of 1% of loan interest Fee is refunded if loan is denied. Applicant pays all legal and filing fees at loan closing
MOVING STRUCTURES <i>(A building permit is required for foundation, garage, and remodeling work)</i>	
▪ Moving Houses In or Out	\$150
▪ Moving Outbuildings In Over 120 sq. ft.	\$45
ORDINANCE AMENDMENT	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
OUTBUILDINGS	\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price
PARK DEDICATION FEE	
▪ Residential	\$3,712/dwelling unit
▪ Commercial	\$7,444/acre
▪ Industrial	\$2,485/acre
PLANNED UNIT DEVELOPMENT (PUD)	Charge for required planning applications, i.e. conditional use permit, rezoning, etc.
PLATS, PRELIMINARY APPLICATION	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,500
PLATS, FINAL APPLICATION	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
PLUMBING PERMIT	Fee shall be the greater of \$45 plus state surcharge or 1.5% of the valuation of the work material and labor
POOL	
▪ Above Ground	\$45 plus state surcharge
▪ In Ground	\$75 plus state surcharge
RE-ROOF	
▪ Residential	\$75 plus state surcharge
▪ Commercial/Industrial	\$2 per square foot for valuation for permit fee plus state surcharge, minimum \$75
RENTAL DWELLING	Fees listed under Fire section
RESIDENTIAL FIXTURE/APPLIANCE REPAIR OR REPLACE	\$15 minimum or 5% of the cost, whichever is greater
RE-SIDING (Residential)	\$75 plus state surcharge

SANITARY SEWER USER FEE	<i>April 1, 2013</i>	<i>April 1, 2014</i>
▪ Charge Per 1,000 Gallons	\$ 3.96	\$ 4.08
▪ Minimum Charge	\$ 9.20	\$ 9.48
▪ Apartment Unit Charge	\$ 15.83	\$ 16.30
▪ House Unit Flat Charge	\$ 20.80	\$ 21.42
SEPTIC INSTALLATION & REPAIR PERMIT	\$130	
SEWER AVAILABILITY CHARGE (SAC)	\$4,500 per unit	
SEWER & WATER HOOKUP/REPAIR PERMIT <i>Storm or Sanitary</i>	\$150 commercial plus \$2,000 bond in favor of the city \$65 residential plus \$2,000 bond in favor of the city	
SIGN/ZONING PERMITS		
▪ Permanent Sign (<i>separate building permit and fee may apply</i>)	\$30	
▪ Temporary	\$30	
▪ Temporary, Deposit	\$100	
SITE PLAN REVIEW APPLICATION	\$100	
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000	
STAFF SERVICES	\$50 an hour	
STREET/ RIGHT-OF-WAY DISRUPTION PERMIT <i>(cable, phone, gas, electric, etc.)</i>	\$100 plus (\$5,000 letter of credit or bond in favor of the city or equivalent)	
SUBDIVISION EXEMPTIONS	\$100	
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000	
SURFACE WATER MANAGEMENT IMPACT FEE <i>(3% annual increase per resolution 94-110)</i>	\$107/residential lot (rural) \$214/residential lot (urban) \$1,287 /acre (multifamily, commercial, and industrial)	
TAX ABATEMENT	\$5,000 non-refundable Projects which require additional professional services in excess of \$5,000 shall be required to reimburse the city for additional expenses	
TAX INCREMENT FINANCING	\$10,000 Projects which require additional professional services in excess of \$10,000 shall be required to reimburse the city for additional expenses	
VARIANCE	\$275	
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000	

WINDOW/DOOR INSTALLATION

- 1 – 3 Windows/Doors \$45 plus state surcharge
- 4 or More Windows/Doors \$75 plus state surcharge

ZONE MAP CHANGE

- Escrow for Consulting/Engineering/Staff Services \$1,000

ZONING LETTER

\$50 per address

ZONING REQUESTS, MISCELLANEOUS

\$110

PARKS & RECREATION

PARK FACILITY USE FEE (*shelter, bandshell, fields, and outdoor hockey rinks*)

- Residents \$20
- Non-Residents \$40
- Field With a Shelter No charge

PARK & ALL RECREATIONAL FACILITIES

Per policy & application for use

FIRE

FIRE SPRINKLER INSPECTION FEE

- Industrial, Commercial, Multifamily Residential, Single-family, and Additions State permit fee, 1997 UBC Table 1A, (valuation based on material and labor)

OPEN BURNING

- Burning Permit \$10 each
- Special Burning Permit – Daytime Hours \$25 each

FALSE FIRE ALARMS

- Alarm 1-3 No charge
- Alarm 4 \$200
- Alarm 5 or More Fee increases \$50 per alarm (*ex: alarm 5=\$250, alarm 6=\$300*)

FIRE EXTINGUISHER DROPOFF/RECHARGE SERVICE

\$5 handling fee, plus actual vendor cost to recharge depending on type of extinguisher

FIRE WATCH

\$50 an hour per person
If vehicle or apparatus is needed, cost will be billed per FEMA reimbursable rates plus 15% administrative fee

FIREWORKS

- Public Display for Pyrotechnics \$50 per day
- Sales/Storage-Retail \$100/year

- Sales/Storage-Temporary (*general planning permit also required*) \$100/year

KEY LOCK BOX

per vendor pricing

RENTAL DWELLING LICENSE

(double fee applies if rental takes place before license is issued. Effective date for this fee begins July 1, 2013)

- Single Dwelling \$65 per addressed building
- Multi-Unit/Apartment \$65 per addressed building plus \$16 per dwelling unit

POLICE

ACCIDENT REPORT (*state motor vehicle report*)

\$.25 per page

AUDIO/VIDEO REPRODUCTION

- Dubbing Police Audio Tapes \$25/tape
- Dubbing Police Video Tapes \$35/tape

ANIMALS

- Cat Tag \$10/2 years
- Dog Tag \$10/2 years
- Duplicate Cat or Dog Tag \$2 each
- Dangerous & Potentially Dangerous Dogs
 - Dangerous Dog License \$50/yearly
 - Potentially Dangerous Dog License \$50/yearly
 - Hearing Fee (*initial non-refundable fee to appeal declaration*) \$100
 - Escrow for Hearing (*Dog owner is responsible for hearing costs if they lose the appeal. Excess funds will be reimbursed*) \$600
- Impound Fee
 - 1st Time in One Year \$50
 - 2nd Time in One Year \$75
 - 3rd Time in One Year \$150

BACKGROUND (*letter of good conduct*)

\$10

FINGER PRINTS

\$10

IMPOUNDED VEHICLES (*at public works garage or police department*)

\$15/Day

LOCKOUT FEE

\$20

PARKING FINES*

**An additional surcharge may be added to the fine by the State of Minnesota.*

**When filing a formal complaint in district court a \$50 charge is added for legal fees to cover the cost of the City Attorney.*

- 74-94 Prohibited Zone/Area (allowed 21 days to pay ticket) \$20

- Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 Within 15' of Fire Hydrant (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 Obstructing/Blocking Crosswalk (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 On Sidewalk (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 Within 15' of Intersection (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 Facing Wrong Way (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 Double Parking (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-94 Blocking Driveway (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

- 74-96a Overtime Parking (allowed 21 days to pay ticket) \$10
 - Second notice with late payment charge (allowed 14 additional days to pay) \$20
 - If both notices are ignored, a formal complaint is filed in district court \$70

- 74-96a Temporary/Emergency Restriction (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- 74-97 No Parking 2 a.m. to 6 a.m. (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- 74-98b For Sale on City Property (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- Other (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- 74-100 Fire Lane/Hydrant (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- 74-102 Winter Parking Ban (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

PARKING PERMITS (*for employees*) \$20/per year

POLICE RESERVE SERVICE \$28/hr

SECURITY ALARMS

- Permit \$20
- False Alarms
 - Alarm 1-2 – No charge
 - Alarm 3-5 - \$50
 - Alarm 6-7 - \$100
 - Alarm 8-9 - \$250
 - 10 & Over - \$500
 - Failure to obtain alarm permit - \$100
 - Other civil alarm violations - \$100

ELK RIVER MUNICIPAL UTILITIES

Adopted by the Elk River Municipal Utilities Commission on November 12, 2013, per MN Statute 412.361

ELECTRIC CONNECTION

▪ Non-Residential Developer	
○ Lot with ERMU water service	\$450
○ Lot without ERMU water service	\$550
▪ Builder	\$850
▪ Commercial & Industrial	50% of the cost of installation
▪ Existing Services Upgrade	100% of Cost of Installation
▪ Minimum Temporary Electric Service Fee with Transformer	\$150
▪ Minimum Temporary Electric Service Fee without Transformer	\$500
▪ Street Light – 30' Decorative Pole w 6' Arm & Fixture	\$1,800
▪ Street Light – 23' Decorative Pole w Traditional Fixture	\$1,450
▪ Security Light – Wood Pole w Fixture	\$950
▪ Security Light – Existing Pole	\$100
▪ Pole Attachment Fee (per pole)	\$6.50

DISCONNECT FEE

▪ Electrical - Residential	\$50
▪ Electrical - 3 Phase	\$150
▪ Water Shut-Off	\$100

METER TAMPERING \$250

METER TESTING \$20

ENERGY AUDIT \$50

ABANDONED WATER SERVICE \$2,500

WATER SALES

▪ Bulk	
○ Access Card Deposit	\$5
○ Units (<i>per 1,000 gallons</i>)	\$4
▪ Hydrant	
○ Rental	\$50/week
○ Units (<i>per 1,000 gallons</i>)	\$4
▪ Deposit for 5/8" Hydrant Meter	\$150
▪ Deposit for 2 1/2" Hydrant Meter	\$1,000
▪ Private Hydrant Maintenance Program Monthly Fee	\$5

NSF FEE \$30

▪ Administrative Fee for Continued Submission of Checks After No-Check Notice Given	\$20
▪ Penalty Amount	10%

RED TAG HANDLING \$20

**ASSISTANCE TO ANOTHER CITY,
MUTUAL AID, OR IF APPLYING FOR FEMA FUNDS**

Cost of Material Plus 15% and Labor Fees
Plus 55%

VEHICLE/EQUIPMENT RATES *(per hour)*

- | | |
|----------------|---------------|
| ▪ Line Truck | \$50 per hour |
| ▪ Pickup Truck | \$25 per hour |

WATER ACCESS CHARGE (WAC)

- | | |
|---|-------------------------|
| ▪ Contact Elk River Municipal Utilities For Fees Owed | \$3,214.84 Per WAC unit |
|---|-------------------------|

CODE ENFORCEMENT VIOLATIONS

A late payment fee of 10% of the fine will be assessed for each 30-day period, or part thereof, that the fine remains unpaid after the due date.

ANIMALS

- | | |
|------------------------------------|-------|
| ▪ Exceeding Maximum Number Allowed | \$50 |
| ▪ Feces Clean-up | \$100 |

MISCELLANEOUS

- | | |
|-------------------------------|-------|
| ▪ Exterior Storage | \$200 |
| ▪ Firewood | \$200 |
| ▪ Garbage & Refuse | \$55 |
| ▪ Snow & Ice Removal | \$55 |
| ▪ Unsafe Conditions, Critical | \$500 |

VEHICLES

- | | |
|--|-------|
| ▪ Commercial/Overweight Vehicle Parked in Residential Zone | \$50 |
| ▪ Junk Vehicles | \$200 |
| ▪ Overweight Vehicles | \$200 |
| ▪ Parking Codes | \$55 |
| ▪ Parking on Unapproved Surfaces | \$200 |
| ▪ Vehicles Displayed "For Sale" on Public Street | \$50 |

ZONING

- | | |
|--|-------|
| ▪ Accessory Structure | \$200 |
| ▪ Dwelling Unit Occupied by More Than One Family | \$500 |
| ▪ Fencing Setback & Maintenance | \$200 |
| ▪ Home Occupation | \$200 |
| ▪ Home Occupation, Prohibited | \$250 |
| ▪ Long Grass | \$200 |
| ▪ Nuisance, Junk & Debris Violation | \$200 |
| ▪ Property Maintenance, Critical | \$500 |
| ▪ Property Maintenance, Non-Critical | \$200 |
| ▪ Sign Ordinance Violation | \$200 |
| ▪ Swimming Pool Violation, Critical | \$500 |
| ▪ Swimming Pool Violation, Non-Critical | \$200 |
| ▪ Zoning Code Violation, Other Than Noted Above | \$200 |